



## fc 814 – futbol club of the 814

### FC 814 Policies and Procedures 2020-21 playing season

[Last edit by M. Metrik 5/28/2020]

Please note: Not all policies and procedures are completely finalized at this time. Once this is complete, these policies will be marked “final”.

#### 1. Field Setup/Maintenance:

A. Field Setup Day: Field setup day will be scheduled by the Field Maintenance Coordinator (FMC). The FMC will assign each team to a field location and time for setup. All teams are required to have at least one adult representative present at field setup day in order to receive their official roster and player passes for that playing session. The same adult cannot serve as representative for multiple teams.

B. Field lining – Field lining through the season will be scheduled by the FMC. The coach of the scheduled team or their designee must perform the striping for their scheduled week. All striping must be completed by one hour prior to the first scheduled game at the end of that team’s assigned week. Teams that did not have a representative present on field setup day may be subject to additional weeks of responsibility.

C. Arrangement of grass cutting is the responsibility of the Field/Safety Director. Grass should be cut weekly during the spring and fall playing session, then biweekly over summer, dependent upon the schedule of events at the fields.

#### 2. Field Equipment/Safety:

A. Flags: The team having the first game at any field for a specific age group shall set the corner flags. The team playing the last game for that age group on that day shall remove the flags and store in shed at Greenwood or Hoss’s or make arrangements to get flags to coach having first game on the following weekend. Flags shall not be left on the field.

B. Greenwood field benches: Likewise, the first team having the first game at Greenwood for a specific age group shall bring out the home and visitor’s benches. The team playing the last game for that age group on that day shall store the benches in the shed at Greenwood. Benches shall not be left on the field.

C. Goals: It is the responsibility of the coach to ensure all goals are secured with weights or anchors prior to all games and practices and prior to leaving the field. The club is liable for club-owned equipment even when not in use by the club members. Club members using club goals outside of scheduled practices shall ensure goals are secured.

D. Coaches (practice and game days) and referees (game days) shall conduct a walkthrough of the field to ensure that there is no garbage, debris, or other material

that would constitute a safety issue for players. Such items are to be removed prior to games starting.

E. The last coach leaving the field shall ensure that all respective sheds at Greenwood and Hoss's are closed and locked prior to departing, and that the gates at Hoss's are shut and padlocked.

F. Any problems with the field or field equipment shall be reported to the Field/Safety Director.

### 3. Referees:

A. Referee fee schedule is as follows, in AR 1 / AR 2 / Center format:

U9, 10, 11M	\$15 / \$15 / \$30
U11, 12, 13M	\$30 / \$30 / \$45
U13, 14	\$35 / \$35 / \$50
U15, 16	\$40 / \$40 / \$60
U17 and older	\$50 / \$50 / \$70

The "M" designation represents the "Modified" age group where U11 and U13 play by the rules for one age group lower.

**In house to be determined/added later.**

B. Should a game be cancelled prior to the start of the game due to weather, field conditions or incorrect paperwork, each Referee and AR present at the field shall be given \$15 for time and travel. Verification of presence at the field is the responsibility of the Referee Assigner and/or Referee Coordinator.

C. Referees are required to fill out a form W-9 prior to compensation by the club. Referees will be paid directly by check by the Club Treasurer. Referees earning over \$600/year will receive an IRS form 1099-MISC for miscellaneous income.

D. Should only one or two referees show for a game, they shall only be paid the fee for the position they are working. A two-man system shall not be permitted per PA West rules. If a parent or volunteer chooses to act as an AR, they shall not be paid.

E. The Referee Assignor shall be paid \$4.00 per game including rescheduled games.

F. If a referee has an issue with a coach related to conduct before, during, or after a match, he/she shall report the problem to the referee assignor. Likewise, any coach having a problem with a referee shall do the same. Parents are not permitted to address the referees or contact the assignor.

G. Coaches who negotiate extra homes games after schedules have been released are responsible for paying the additional referee fees. (Club suggests having parents chip in for referee because they are saving time and gas to travel to an away game.)

### 4. Coaches:

A. Coaches are role models. All coaches shall be disciplined and display respect towards their players, player parents and referees. Any coach found to be out of compliance with SafeSport guidelines or who has clearances that have lapsed shall

immediately be suspended from coaching until such time as the applicable situation has been rectified.

B. Any coach receiving more than one red card during a playing session shall be suspended from coaching a team registered through the Club for one year.

i. *Exception: Red cards received at tournaments do not count.*

C. All head coaches must have a minimum E license, level 6 diploma, or USSF Grass Roots course appropriate to the level being coached. All assistant coaches must be licensed to the level required by the club, PA West, and USSF.

D. Coaches are required to maintain, safeguard, and have available a binder including, at minimum, the following: Executed player and parent codes of conduct, medical releases with emergency contact information, roster, player passes, instructions for team-related navigation of the Affinity site (e.g. game day roster procedures, Club Pass Procedures, etc.), and copies of the bylaws and club policies and procedures. The initial binder will be provided by the club; for coaches with existing binders, only the contents relating to new players/teams will be provided by the club. The coach will have the binder present at all practices and games. Coaches are encouraged to make backup copies of these documents upon receipt.

E. The club shall reimburse 50% of a coach's registration fee for a licensure class, payable upon the club's receipt of a proof of both payment and attendance, and following one year's service as outlined in item i., below. Reimbursement for expenses for mileage and hotels will be determined on a case-by-case basis.

i. In exchange for the 50% reimbursement, the coach commits to at least one year of service to FC 814 subsequent to licensure. If the coach waives the commitment, they also waive the right to reimbursement.

5. Parent Conduct: Parents are role models to not only their children, but other youth players and spectators. All parents and players shall be required to sign FC 814's code of conduct for players and parents respectively. Foul language, badgering referees and/or coaches and altercations with opposing fans or coaches or other unsporting behavior will not be tolerated. Problem parents will be suspended from attending games and practices for the remainder of the playing session. Parents are required to sign and follow FC 814's Parents' Code of Conduct and FC 814 medical release within one (1) week of the team's first practice of a fall-to-spring playing year. Parents who do not sign the Code of Conduct may not attend practices or matches once this period has passed. By signing the Code of Conduct, parents are agreeing to abide by the terms therein.

6. Player Conduct: Players are required to sign and follow FC 814's Player Code of Conduct within one (1) week of the first practice of a fall-to-spring playing year. Players who do not sign the Code of Conduct may not attend practices or matches once this period has passed. By signing the Code of Conduct, players agree to abide by the terms therein.

7. Minimum Playing Age: U8 birth year shall be the minimum age to play travel soccer. U7s and under shall play solely in an in-house league. Playing up shall be at the discretion of the parents, coaches, and club.

## 8. Player Fees and Rostering:

A. Travel soccer players (Divisions 4 and 5) shall pay \$100 to FC 814 for each playing session in order to be registered through US Youth Soccer and play on an FC 814 team.

B. Classic team players shall pay \$150 to FC 814 for each playing session.

C. Player fees for Travel and Classic teams shall be given to the head coach, who will deliver payment to the Treasurer or their designee at a date to be determined by the club prior to the beginning of each playing session.

D. For new Travel/Classic players, the head coach is responsible for completing the information spreadsheet with each player's pertinent information. This will then be forwarded to the Registrar and Child Protection Advocate/Assistant Registrar for upload into the Affinity system.

E. When a team completely fills their game day roster with the maximum

allotted number of players permitted and additional players want to be part of the team, they may be added to an extended roster ("the practice pool team") to allow the player to practice with the team. These players shall pay \$30 to FC 814 to be registered through US Youth Soccer and will then be covered by the Club's insurance. These players can be added to the game day roster via Club Pass should a spot become available.

F. Players who have paid their club registration fee, then elected not to play prior to the start of the first scheduled game are entitled to a refund of the fee paid less \$20. Player or coach must return the player pass, if previously distributed, to the club registrar prior to receiving the refund. Players who are injured prior to the beginning of the season are eligible for a full refund.

G. In-house players shall pay \$75 per session to FC 814. In-house players will register and pay separately through the Affinity system.

H. Roster changes made between playing seasons are at the discretion of the Board and are typically reserved for springtime additions to the club's player pool. While input from coaches is invited, final decisions on rosters are made by the Registrar in concert with the Board. Coaches must learn to develop weaker players and make them better instead of swapping them out with another team's players.

I. Team naming shall adhere to the following format: FC 814 – Gender – Birth year of oldest rostered player – team name (e.g. FC 814 G08 Energy).

9. Guest/Club Pass: Guest players may be rostered on teams only as permitted by PA West Playing Rules. To promote player development, the club prohibits the use of guest players unless the team required additional players to play the games safely. Adequate numbers of players required to play games safely are dictated by the club as follows:

11 v 11 format: Teams with 15 players or more on the game day roster shall not roster additional guest players

9 v 9 format: Teams with 12 players or more on the game day roster shall not roster additional guest players

7 v 7 format: Teams with 10 players or more on the game day roster shall not roster additional guest players

If a team is missing a goalkeeper, they may guest a goalkeeper regardless of the numbers so long as all PA West rules are followed. Per PA West Rules, teams may not guest between classic and non-classic divisions. Dual-rostered players are also not subject to this limitation.

Guest play is only allowed if the player plays for their primary team on that day, or if the primary team is idle on the day the player is guesting.

#### 10. Games/ Tournaments

A. Coaches are discouraged from scheduling double headers if at all possible. If a double header is scheduled, the game shall be played for the full duration. Shortened game lengths are prohibited.

B. All teams playing in Division 1, 2, or 3 must play in either the State Cup or President's Cup national tournament series, as applicable.

C. Teams playing in the A bracket of Division 4 are highly encouraged to play in the President's Cup.

D. All Division 4 and 5 teams are encouraged to play in the PA West Open Tournament

#### 11. Uniforms and Apparel

A. Color: To show consistency throughout the club and make it easier to share players between teams, all players on a team registered through the club shall wear a uniform consistent with the colors of the club. Each team will have a home and away jersey. Primary Club colors are as follows.

i. Jersey: TBD by FC 814 Board

ii. Shorts: TBD by FC 814 board

iii. Socks: TBD by FC 814 board

iv. *Exception: U19 high school teams registering through the club and playing Division 5, shall not be required to wear club colors and may wear their High School colors.*

B. Uniforms shall bear the FC 814 logo on the left chest of the jersey.

C. Player number shall be on the back of the jersey.

D. Player number on shorts is optional by team – cost will be incurred by the parents

E. Player name on jersey is optional by team – cost will be incurred by the parents

F. Teams have the ability to order and design their own independent "spirit wear"; however, the apparel must contain either the FC 814 logo or the name "FC 814", and must be in the colors of FC 814

#### 12. Sponsors:

A. Sponsors are permitted on the uniform provided they follow PA West rules regarding sponsorship logos and location.

B. Teams are encouraged to solicit sponsors to pay expenses for Indoor

Leagues, Tournaments etc. rather than the PA West League. Checks from sponsors should be made out to the team coach/manager and not to FC 814 in these cases.

C. If a sponsor's check is made out to FC 814, the check will be deposited into the general account to be used by the club as a whole for equipment / field maintenance and not be given to one specific team.

D. *Exception: If the team obtains a letter from the sponsor on company letterhead stating the monies are to be allocated to a specific team, the monies will be dispersed as such. Receipts will be required to receive such monies.*

13. Interim Board Positions/Vacancies:

A. Upon receiving interest or application for a board position, there should be a one-week waiting period from the application deadline or application submittal.

B. Certain circumstances may warrant an Emergency Vote of the Board of Directors. In the event of an unexpected Treasurer vacancy, a qualified person who can properly fill this role should be voted upon and accepted as soon as possible, as an Interim Treasurer, so there is no lapse in the management of the Club's finances. Also, in the event of an unexpected President vacancy, a qualified person who can properly fill this role should be voted upon and accepted as soon as possible, as an Interim President, so there is no lapse in the management of the Club.

C. In the case of the Assistant Registrar or Vice President, those persons may step into the vacant position by Emergency Vote of the Board of Directors, the interim office holder would then serve out the remaining term of the office holder being replaced.

14. Scholarships: FC 814 shall budget \$1,000 as an annual line-item for scholarships. These shall be spent on a discretionary basis and will fall under the jurisdiction of the Fundraising Coordinator. Options will include paying for player fees and/or referee course fees for lower-income members, or providing a scholarship to a local high school player. This list is not all-inclusive. Coaches may nominate a player for scholarship funds via the Fundraising Coordinator.

15. Club checks: All checks expending FC 814 funds will be signed by two of the following three signatories: President, Treasurer, and Secretary.

16. Team Equipment: An initial allotment of equipment (balls, bag, pinnies, cones, etc.) will be provided by the club. Replenishment of worn equipment can be made at the club's discretion. Any additional equipment purchased by the coach shall be at the coach's expense.